

## THE VTLSS SEMINAR SERIES

### INFORMATION AND INSTRUCTIONS FOR FACULTY HOSTS

#### TRAVEL

##### Air Travel:

- PLEASE ENSURE THAT YOUR SPEAKER'S FLIGHTS ARE ARRANGED AT LEAST 4-5 WEEKS BEFORE THE SCHEDULED VISIT.
- The speaker should email **Trish Knighton at Martin Travel** to arrange their flights, [trish@martintravel.com](mailto:trish@martintravel.com). **Trish will charge the cost of their air ticket directly to Fralin Life Science Institute.**
- Most speakers prefer to fly in Thursday afternoon/evening before the Friday seminar and leave Friday evening or Saturday morning.
- The cost of the flight is covered by Fralin Life Science Institute but we can ONLY pay for the domestic leg of the flight if your speaker is coming from overseas.
- Please inform **Carla Finkelstein, [finkielc@vt.edu](mailto:finkielc@vt.edu)** and Debbie Hairston, [debbie1@vt.edu](mailto:debbie1@vt.edu) **BEFORE PURCHASE** if the plane ticket is **above \$1000**.

##### Travel by car:

- If the speaker is driving to Blacksburg, he/she can submit a travel reimbursement for miles driven along with dates and times of departure/arrival. Please see section below on "Reimbursement".

##### Parking on campus:

- If the speaker would like to park their car on campus, the Faculty Host can obtain a 2-day visitor parking pass (free) from the VT Visitor Center ([http://www.vt.edu/where\\_we\\_are/visitor-center.html](http://www.vt.edu/where_we_are/visitor-center.html)).

##### Transport during stay:

- The Host is responsible for transporting the speaker to and from the airport and local travel in Blacksburg. Gas/mileage used by the Host in transporting the speaker is eligible for reimbursement. Please see section below on "Reimbursement".
- The speaker should not travel between Blacksburg and Roanoke by TAXI, LIMO, or BUS. The speaker is your guest and a guest of Virginia Tech – please do not leave them to fend for themselves.

#### ACCOMODATION

- VTLSS Seminar speakers are accommodated at the Main Street Inn, Blacksburg. Reservations are made by Debbie Hairston for Thursday and Friday night for each speaker.
- **If the Speaker does not wish to stay both nights, please email Debbie Hairston ([debbie1@vt.edu](mailto:debbie1@vt.edu)) as soon as possible so that she can amend the reservation and we are not charged for accommodation that is not required. Hosts are responsible for covering the cost of any room that is not cancelled within the 30 days prior to arrival.**

- The cost of accommodation is covered by Fralin Life Science Institute and the hotel will bill Fralin directly.

## MEALS

The following meal costs are covered by Fralin Life Science Institute, and must be arranged by the VT Faculty Host.

### Dinner

- Thursday and Friday dinners can be at a restaurant of choice but Hosts must follow meal allowances as per the State. (<http://www.co.vt.edu/Procedures/p20335r.html#meals>)
- The State allows for reimbursement of up to \$34.50 per person per meal (including tip). Any expenses over that amount will be at the Host's expense and are not reimbursable by the State.
- **Please note, alcohol is not reimbursable.**
- The Faculty Host is allowed to invite **two** additional VT faculty members to dinner, i.e. meal costs for up to three VT faculty and the speaker will be covered at the rate of \$34.50 per person for Thursday and Friday night meals.
- **Spouses who are not VT faculty are not covered** and are the Host's fiscal responsibility if they attend the dinner(s).

### Friday and Saturday Breakfasts:

- It is the responsibility of the host to make arrangements for breakfast meetings either at the hotel where the speaker is staying or another location, should this be desired by the speaker. The maximum allowance for breakfast is \$10.50 per person and it is usual for the host and speaker only to have breakfast. Should additional people be required to attend breakfast, then you must obtain pre-approval from the Accounts Payable Department at VT.

### Friday Lunch:

- Immediately following the seminar, the Speaker will have lunch with students and post-docs in room 268 at the Biocomplexity Institute of Virginia Tech.
- Debbie Hairston arranges for an assortment of sandwiches and drinks for 10 people to be delivered.
- **It is the responsibility of the faculty host to make sure that there are at least 5-6 students and post-docs attending the lunch with the speaker.**
- If there is a lot of interest in the speaker, the host can allow up to 9 students to attend the lunch.
- If there are any lunch slots left, please announce before the seminar starts, that students and post-docs may join the speaker for a (free) lunch on a first-come basis.
- Also announce that all students having lunch with the speaker should meet at the reception desk on the 2<sup>nd</sup> floor of the Biocomplexity Institute. The front desk administrator will sign them in and direct them to room 268 for the lunch.
- It is not necessary for the faculty host to attend the lunch, but please meet the students and the speaker after the talk and ensure that they are escorted to the reception desk on BI's 2<sup>nd</sup> Floor.

## REIMBURSEMENTS AND REQUIRED DOCUMENTATION

### W9 Form for honorarium:

- The speaker must complete the [W9 form](#). This will allow the speaker to be paid the \$150 honorarium, without the form we are unable to process payment.
- Please have the speaker either bring the signed W9 form with them for you to forward to Debbie Hairston for processing or alternatively collect one from Front Desk at the Biocomplexity Institute for the speaker to complete. As the W9 form contains confidential information (SSN), it must not be sent by email, but should be sent to Debbie Hairston via campus mail.

### Reimbursements for faculty host:

- Reimbursement requests for meals, mileage to the airport etc., must be sent to Debbie Hairston at Fralin Life Science Institute within seven days of the VTLSS seminar.
- To process the host's reimbursements, the following information is required:
  - Name of VT Faculty Host, campus address, VT ID #
  - Name of the Speaker and date of the VTLSS seminar
  - Dates, times and mileage of car trips taking the speaker to and from the airport.
  - Date/location of meal and names of VT faculty and Speaker who ate at the meal.
  - **Original itemized receipts** for meals.
  - **PLEASE NOTE:** credit card receipts alone are NOT accepted by VT's Controllers Officer without an itemized companion receipt. Please ensure the vendor supplies this at the time of purchase.
- Hosts can claim a maximum of \$34.50 per person per meal, with a maximum of four people per meal. Any additional costs above the \$34.50 per person allowance will not be reimbursed.
- Hosts can only claim reimbursement for a maximum of three VT faculty (including yourself) and the speaker.
- Meal costs for spouses are not reimbursed.
- **Alcohol costs are not reimbursed.**

### Reimbursements for Speaker:

The speaker must send Debbie Hairston at Fralin Life Science Institute, the following information in order to claim reimbursement for travel costs associated with the invitation to speak at a VTLSS Seminar.

- Name and social security number (**this information should be provided on the W9**). **Any confidential information should NOT be sent via email. Please either hand over in person or fax directly to Debbie Hairston on 540-231-7126.**
- Date of the VTLSS seminar and name of VT Host
- Dates, times and mileage of car travel
- **Original receipts** for meals, parking, gas, etc., to be reimbursed.

## **CONTACT INFORMATION**

If you have any questions, please do not hesitate to contact:

### **Debbie Hairston**

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### **Carla Finkelstein**

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